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Operations Support

INTERNATIONAL PROGRAMS



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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*. It prescribes the responsibilities of USAFA agencies toward international educational programs. It also provides programmatic guidelines for all USAFA international activities. It applies to all USAFA personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by Title 10, USC, Section 8013. See **Attachment 1** for listing of terms and references.

**SUMMARY OF REVISIONS**

Establishes administrative guidelines, in accordance with new Air Force Instructions 16-109 and 16-111, for the management of Cadet Semester-Long Exchange and Cadet Summer Language Immersion Programs.

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## Chapter 1

### MANAGING THE PROGRAMS

**1.1. The Role of International Education Programs at USAFA.** US national security strategy, since the end of the Cold War, has shifted from a policy of bi-polar containment to strategies of global engagement, partnership, and expanded mutual security responsibilities. The underlying focus of US national security strategy is to foster shared democratic values. In turn, USAF international policy objectives center on building allied interoperability and commonality. USAF's resulting missions, with its "Global Engagement," require a significant number of officers with foreign area and regional specialization; and, a corollary of Air Force's new taskings demands "Global Skills" from its entire officer corps. Education and training in the international arena act as force multipliers, building influence, and interoperability. As a major producer of foreign area specialists (graduates and faculty) and officer accessions in general, the Air Force Academy, through its international programs, can help shape personnel resources available for the Department of Defense.

**1.2. Why Have International Programs at USAFA.** The purpose of international programs at USAFA is five-fold:

- 1.2.1. To prepare cadets for service in a multicultural environment by targeting elements of the core academic and military curriculum toward greater global awareness.
- 1.2.2. To enhance cadets' (USAFA's and other countries') international understanding through foreign military and cross-cultural interactions.
- 1.2.3. To provide a low-key, apolitical, minimum-risk opportunity for all personnel at USAFA to strengthen cooperation and enhance long-term international relations.
- 1.2.4. To support the educational and professional development of cadets who have chosen to focus on foreign/regional studies in their academic majors.
- 1.2.5. To provide enrichment and professional development for faculty and staff members.

**1.3. How International Programs are Managed at USAFA.** International program management organizations include the International Programs Council (IPC), which includes an International Programs Working Group (IPWG), various area studies groups (ASG), and the Dean of the Faculty's (HQ USAFA/DF) Office of International Programs (HQ USAFA/DFIP).

1.3.1. The IPC's membership includes the Heads of the Departments of Economics and Geography (HQ USAFA/DFEG), English (HQ USAFA/DFENG), Foreign Languages (HQ USAFA/DFL), History (HQ USAFA/DFH), Law (HQ USAFA/DFL), Management (HQ USAFA/DFM), Political Sciences (HQ USAFA/DFPS), and Military Art & Science (34 EDG/CC). In addition, one other Permanent Professor and Department Head may serve, in an at-large capacity, on the IPC. One of the council's members serves as the elected chair of the IPC on a 2-3-year rotational basis.

1.3.2. The IPC is aided by an executive assistant, nominated by the IPC, and appointed by HQ USAFA/DF who serves as the Dean's Director of International Programs and heads the Office of International Programs (HQ USAFA/DFIP).

1.3.3. The IPWG includes the members of the IPC, HQ USAFA/DFIP, the Commander of the 34th Education Group (34 EDG/CC), the Director of Plans and Programs (HQ USAFA/XP), the Director of Admissions (HQ USAFA/RR), and the chairpersons of the various area studies groups.

1.3.4. The ASGs include the Chairperson, approved by the IPC, and any USAFA personnel with an active interest in a particular geocultural region. All USAFA teaching faculty with geocultural and regional foreign expertise and USAFA's foreign exchange officers are expected to participate in their appropriate ASGs. The ASGs include:

African	Asian
Latin American	Middle Eastern
USA-Canadian	Slavic
Western European	

1.3.5. The Director of HQ USAFA/XP serves as staff liaison to the Superintendent (HQ USAFA/CC) in maintaining policy oversight for international programs at USAFA.

#### 1.4. Responsibilities:

##### 1.4.1. The IPC:

1.4.1.1. Provides policy planning guidance and oversight for all international programs and foreign area studies at USAFA. See [Chapter 10](#).

1.4.1.2. Oversees and reviews the efforts of HQ USAFA/DFIP, IPWG, and the various ASGs.

1.4.1.3. Ensures the quality of USAFA international educational and foreign area studies programs to enhance cadet learning and the professional military development of both cadets and faculty and staff.

1.4.1.4. Nominates the Director of International Programs.

1.4.1.5. Approves the establishment of ASGs.

1.4.1.6. Approves the chairpersons of the ASGs.

1.4.1.7. Meets at least once during each academic semester.

1.4.1.8. Elects a chairperson every 2 to 3 years.

1.4.1.9. Fosters the sponsorship of advanced academic degree programs in regional area studies for faculty preparation and the follow-on development of Foreign Area Officers for the Air Force.

1.4.1.10. Provides HQ USAFA/DFIP, by 5 August of each year, departmental listings of personnel assigned with foreign regional or foreign language expertise for ASG membership.

##### 1.4.2. The Chairperson of the IPC:

1.4.2.1. Performs day-to-day operational supervision of HQ USAFA/DFIP.

1.4.2.2. Calls IPC meetings and is responsible for the agenda.

1.4.2.3. Calls IPWG meetings, as necessary, and is responsible for the agenda.

1.4.3. The IPWG:

1.4.3.1. Meets as called by the Chairperson, IPC.

1.4.3.2. Implements the policies and directives of the IPC.

1.4.3.3. Advises the IPC.

1.4.3.4. Ensures cross-mission element coordination and cooperation in the execution of international educational and foreign area studies programs.

1.4.4. The ASGs:

1.4.4.1. Serve as interdisciplinary forums to further academic and research activities. See [Chapter 10](#).

1.4.4.2. Stand to integrate fully foreign cadets and foreign exchange officers into the USAFA community.

1.4.4.3. Review and monitor foreign area course offerings to eliminate unnecessary duplication of efforts. Submit requests for area studies special course offerings in accordance with [Chapter 10](#).

1.4.4.4. Maximize learning opportunities for cadets through arranging special speakers, cadet field trips, cadet reading groups, and the integration of cadets into the full range of ASGs' activities.

1.4.4.5. Perform research for national defense agencies on specific international-foreign area related topics, with HQ USAFA/DFER as the final research project approval authority.

1.4.4.6. Provide escorts, subject to personnel availability, for foreign visitors to USAFA.

1.4.4.7. Provide escorts, subject to personnel availability, for USAFA cadet and staff delegations to foreign countries.

1.4.4.8. Submit, through each ASG's chairperson, to HQ USAFA/DFIP in June of each year, comprehensive reports of ASGs' activities during the preceding academic year.

1.4.5. HQ USAFA/DFIP:

1.4.5.1. Implements the policies and directives of HQ USAFA/DF and the IPC.

1.4.5.2. Generates and studies proposals to ensure foreign area studies and international educational programs support the Academy's mission.

1.4.5.3. Reviews all instructions directly affecting international education and foreign area studies to ensure Academy compliance and support of international programs.

1.4.5.4. Monitors and exploits international opportunities for cadet, faculty, and staff development.

1.4.5.5. Coordinates USAFA international activities with appropriate USAF, DoD, and governmental agencies.

1.4.5.6. Provides, in October of each year, a report to HQ USAFA/CC, HQ USAFA/DF, 34 TRW/CC, and the IPC on the status of international and foreign area studies programs over the course of the previous academic and fiscal year.

- 1.4.5.7. Monitors, through the IPC, the integration of global and international facets in the curriculum.
- 1.4.5.8. Manages operations and maintenance (O&M) and supporting agencies' monies and specifies the use of endowed funding for international programs.
- 1.4.5.9. Serves as the Foreign Disclosure Office for USAFA. See [Chapter 2](#).
- 1.4.5.10. Manages USAFA's International Military Student Office Program. See [Chapter 3](#).
- 1.4.5.11. Oversees the International Officer-Personnel Exchange Program. See [Chapter 4](#).
- 1.4.5.12. Assists in managing the 4-Year International Cadet Program. See [Chapter 5](#).
- 1.4.5.13. Directs the Cadet Foreign Academy Exchange Visits Program. See [Chapter 6](#).
- 1.4.5.14. Oversees Cadet Semester Exchange Abroad Programs. See [Chapter 7](#).
- 1.4.5.15. Coordinates the Academy-Staff Foreign Military Interaction Programs. See [Chapter 8](#).
- 1.4.5.16. Coordinates Cadet (and Staff) Summer Foreign Language Immersion Programs. See [Chapter 9](#).
- 1.4.5.17. Assists in managing the cadet Foreign Area Studies academic major. See [Chapter 10](#).
- 1.4.5.18. Annually revalidates, through cross-mission element coordination, the effectiveness of this USAFA Instruction.

## Chapter 2

### FOREIGN DISCLOSURE REQUIREMENTS

#### 2.1. References :

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*.

AFI 16-201 (Confidential), *Disclosure of Military Information to Foreign Governments and International Organizations*.

AFI 61-204, *Disseminating Scientific and Technical Information*.

AFI 61-205, *Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Meetings*.

DOD 4500.54G, *DoD Foreign Clearance Guide*.

**2.2. Designation of Disclosure Authority.** HQ USAFA/DFIP is designated USAFA's Foreign Disclosure Office (FDO) and the Director is the Foreign Disclosure Officer (FDO).

#### 2.3. The General Rules:

2.3.1. Official visits by foreign nationals to USAFA must be approved beforehand by the Under Secretary of the Air Force for International Affairs, Visits and Special Projects Branch (SAF/IAD).

2.3.2. USAFA personnel may not visit foreign countries in an official capacity without first obtaining the necessary higher headquarters country clearances in accordance with DoD 4500.54G.

2.3.3. USAFA personnel may not disclose any official information (classified or unclassified) to foreign nationals without prior permission from the Under Secretary of the Air Force for International Affairs, Foreign Disclosure Branch (SAF/IAD).

#### 2.4. What Must be Done:

2.4.1. For hosting foreign visitors to USAFA:

2.4.1.1. Normally, official foreign visitation to USAFA is requested through OSD/HQ USAF and staffed by HQ USAFA/DFIP or HQ USAFA/CCP and HQ USAFA/PA.

2.4.1.1.1. In all cases, USAFA/DFIP must ensure HQ USAFA/CC and SAF/IAD coordination.

2.4.1.2. If any USAFA personnel wish to host foreign visitors for official purposes:

2.4.1.2.1. Contact HQ USAFA/DFIP (60 days notice is advised) for SAF/IAD approval. Provide HQ USAFA/DFIP, in writing, specific who, what, when, where, and why details on the visit, and who the USAFA OPR will be. In cases of HQ USAFA/CC invitations to foreigners, the Executive Officer (HQ USAFA/CCE) coordinates with HQ USAFA/DFIP for SAF/IAD approval.

2.4.1.2.2. Based on HQ USAFA/CCP's and HQ USAFA/DFIP's recommendation, the Vice Superintendent (HQ USAFA/CV) will designate an OPR for the visit.



2.4.1.2.3. Await HQ USAFA/DFIP approval before conducting the visit.

2.4.1.3. Hosting foreign visitors for unofficial purposes must meet all AFI 16-201 guidelines.

2.4.2. For USAFA personnel official foreign travel:

2.4.2.1. Contact HQ USAFA/DFIP for all requests for official foreign travel. Normally 60 days advance notice is required.

2.4.2.2. HQ USAFA/DFIP must obtain HQ USAF, OSD, USDAO, and Department of State approval in accordance with DOD 4500.54G.

2.4.2.3. You may not proceed on the travel without official permission.

2.4.3. For disclosure of information to foreign nationals:

2.4.3.1. Normally, requests for foreign disclosure come from higher headquarters. In such cases, HQ USAFA/DFIP seeks SAF/IAD permission.

2.4.3.2. In addition, HQ USAFA/DFIP has blanket disclosure authority, as the FDO, for release of official USAFA information that is categorized as Public Domain Information.

2.4.3.3. In all cases, USAFA personnel who are contemplating release of official information to foreign nationals must first contact HQ USAFA/DFIP for authorization.

2.4.3.3.1. Departments, staff agencies, and mission elements must establish procedures to ensure all USAFA personnel obtain HQ USAFA/DFIP approval prior to release of information to foreign nationals.

## Chapter 3

### INTERNATIONAL MILITARY STUDENT OFFICE PROGRAM (IMSO)

#### 3.1. What is the IMSO Program:

3.1.1. Under AFJI 16-105, *Joint Security Assistance Training* (JSAT), instruction, DoD provides Security Assistance (SA) training to foreign international military personnel. There are two components to this training.

3.1.2. Under the International Military Education and Training (IMET) Program, USAF is reimbursed through congressional foreign assistance appropriations.

3.1.3. Under Foreign Military Sales (FMS) programs, SA training is paid by eligible foreign governments or international organizations.

3.1.4. In both cases, the objectives of SA training programs are:

3.1.4.1. To assist foreign countries in developing the necessary expertise for self-defense.

3.1.4.2. To foster foreign countries' abilities to perform their own professional and technical military training.

3.1.4.3. To promote US military rapport with the armed forces of foreign countries.

3.1.4.4. To promote better understanding of the United States, its people, political and military systems and institutions, and increase international military student awareness of US commitment to the basic principles of internationally recognized human rights.

3.1.5. The Under Secretary of the Air Force for International Affairs, Management Branch (SAF/IAXM), through SAF/IA's Air Force Security Assistance Training (AFSAT/TOI) Squadron, oversees USAF SA training.

3.1.6. Occasionally, SAF/IA requests USAFA assistance in providing security assistance training.

**3.2. Responsibilities.** HQ USAFA/DFIP is the USAFA OPR for SAF/IA requested SA training at the Academy.

3.2.1. HQ USAFA/DFIP duties are:

3.2.1.1. Coordinating with SAF/IAXM-AFSAT to determine SA training requirements.

3.2.1.2. Coordinating and planning with USAFA mission elements to determine the feasibility and scheduling of the requested training.

3.2.1.3. Assisting USAFA mission elements in building SA training plans.

3.2.1.4. Making billeting, messing, sponsorship, medical, postal, pay, and transportation arrangements for the international students.

3.2.1.5. Conducting a USAFA orientation briefing for the international students.

3.2.1.6. Developing and conducting an Information Program Plan for the international students, which includes local touring, socializing, and familiarization with American culture.

3.2.2. USAFA mission elements are responsible for planning and conducting the specific SA training and providing end-of-training reports.

## Chapter 4

### INTERNATIONAL OFFICER PERSONNEL EXCHANGE PROGRAM

**4.1. What is the Program.** USAFA has established formal agreements with foreign countries to exchange faculty and staff personnel. AFI 16-107, *International Personnel Exchange Program*, is the governing directive for establishing and maintaining these exchanges. Program goals are:

- 4.1.1. To promote mutual understanding and trust.
- 4.1.2. To strengthen air force-to-air force ties.
- 4.1.3. To develop long-term professional and personal relationships.
- 4.1.4. To expose our cadets to allied officers and foreign cultures.
- 4.1.5. To enhance our faculty's/staff's professional development.

**4.2. Responsibilities:**

4.2.1. HQ USAFA/DFIP is the Academy's administrative OPR for maintaining officer foreign exchanges. Duties include:

- 4.2.1.1. Requesting new exchanges, through SAF/IA, the Air Force Attaché Affairs Office (AFAAO), and AFPC, in accordance with AFI 16-107.
- 4.2.1.2. Assisting USAFA mission elements, with international exchange officers assigned, with logistic and personnel arrangements.
- 4.2.1.3. Including international faculty and staff assigned to USAFA in visits by fellow countrymen to the Academy.
- 4.2.1.4. Coordinating the involvement of USAFA's international personnel into the full range of USAFA's international programs activities.
- 4.2.1.5. Assisting USAFA personnel, selected for international exchange positions, with program information.

4.2.2. International exchange personnel are to be treated the same as all other personnel assigned to USAFA. The only exception is limitations to access to classified and NORFORN information and materials as directed by appropriate USAF instructions. Housing may be made available to international exchange personnel in accordance with AF Handbook 32-6009, *Housing Handbook*. In addition, medical care will be provided in accordance with AFH 41-114, *Military Health Services System Matrix*, guidelines.

- 4.2.2.1. Agencies with international exchange personnel assigned will establish procedures to ensure there is no access to classified information.

4.2.3. USAFA supervisors of international exchange personnel will review MOUs, MOAs, and PDs in accordance with AFI 16-107.

4.2.4. International officers assigned to USAFA will participate in area studies groups activities and will make every effort to strengthen USAFA-parent country ties through enhanced country-to-country, air force-to-air force, and academy-to-academy contact initiatives.

4.2.5. Where stipulated by MOUs or MOAs, international exchange personnel will route end-of-tour reports through USAFA supervisors to HQ USAFA/DFIP and AFAAO.

## Chapter 5

### FOUR-YEAR INTERNATIONAL CADET PROGRAM

**5.1. Program Foundation.** Public Law 98-94, first enacted in 1983, Title 10 USC, Chapters 403, 603, and 903, and DoD Directive 1322.22, *Service Academies*, prescribe the admission of internationals to USAFA's 4-year cadet program. Each year, OUSDP/ISA/FMRA, after consultation with the Department of State and SAF/IA, solicits, through American Embassy US Defense Attaché Offices (USDAO), to foreign defense ministries, nominations for applicants to USAFA. Shortly thereafter, HQ USAFA/RRA provides our USDAOs specific qualification guidelines and application procedures. HQ USAFA/RR then screens international applicants as a part of the admissions process. After SAF/IA coordination, the Academy Board offers appointments to selected international applicants in the spring of each year. The purpose of the 4-year international cadet program is to foster communications and interoperability between USAF and foreign militaries.

#### **5.2. How Does the Program Work at USAFA:**

5.2.1. International cadet certificates of appointment to USAFA are forwarded to American Embassy USDAOs for presentation to the prospective cadet.

5.2.2. Newly appointed international cadets arrive at USAFA 1 week prior to the start of Basic Cadet Training (BCT).

5.2.2.1. Volunteer sponsors host the new cadets and help acclimate them to American culture.

5.2.2.2. Then, the new cadets undergo an International Cadet Orientation Program (ICOP). See [Attachment 2](#).

5.2.3. Once international cadets complete BCT, they are fully integrated into USAFA's academic, military, athletic, and social life. There are two exceptions:

5.2.3.1. In the fall semester of their Fourth Class year, international cadets must enroll in English 109, "Academic Communication for English as a Second Language Student."

5.2.3.2. International cadets are not required, as part of core academic curricular requirements, to study a foreign language. They may do so voluntarily.

5.2.4. HQ USAFA/DFIP serves as ombudsman for international cadets throughout their stay at USAFA.

5.2.5. The Director, HQ USAFA/DFIP (or his or her representatives), serves as Special Advisor to Fourth and Third Class international cadets, monitoring their academic program performance and coordinating with associate air officers commanding for academics assigned to advise the international cadets.

5.2.6. International cadets are seen as contributors to and participants in area studies groups activities.

#### **5.3. Responsibilities:**

5.3.1. HQ USAFA/DFIP:

5.3.1.1. Forwards certificates of appointment of international cadets to American Embassy USDAOs.

5.3.1.2. Solicits sponsors to host international cadets in their homes during the ICOP. See [Attachment 2](#).

5.3.1.2.1. Prebriefs sponsors prior to ICOP.

5.3.1.2.2. Provides newly appointed 4-year international cadets the names, addresses, and telephone numbers of their sponsors prior to their departure from their home countries.

5.3.1.2.3. Provides sponsors the names, addresses, and telephone numbers of their international sponsoree prior to the sponsoree's departure from their home country.

5.3.1.3. Notifies, through HQ USAFA/RR, incoming international cadets of ICOP schedules.

5.3.1.4. Conducts and arranges for ICOP. See [Attachment 2](#).

5.3.1.5. Serves as ombudsman and special advisers for international cadets.

5.3.1.6. Asks graduating international cadets if their family members or any distinguished visitors (DV) will be attending their graduation and forwards the information to Plans and Current Operations (HQ USAFA/XPO) and HQ USAFA/CCP for invitation purposes.

5.3.1.7. Notifies USDAOs on the graduation of international cadets, highlighting cadets who achieve special honors.

5.3.1.8. Arranges for special graduation mementos for international cadets.

5.3.1.9. Notifies SAF/IA and the appropriate American Embassy USDAO of significant events involving international cadets.

5.3.1.10. Maintains records of international cadets' program participation.

5.3.1.11. Assists the Military Personal Flight Casualty Notification Officer (10 MSS/DPMPS) with notification of next of kin in emergencies involving international cadets.

5.3.1.12. Exploits opportunities for recognition of 4-year international cadets.

5.3.1.13. Provides Cadet Personnel Customer Service and Separations (HQ USAFA/DPYQ) a list of incoming international cadets and schedules in coordinating with HQ USAFA/DPYQ an inprocessing briefing for them prior to arrival of the remainder of the new class.

#### 5.3.2. HQ USAFA/RR:

5.3.2.1. Provides HQ USAFA/DFIP each year the names and addresses of newly appointed international cadets.

5.3.2.2. Provides HQ USAFA/DFIP certificates of appointment for forwarding to USDAOs.

5.3.2.3. Notifies new international cadets about the ICOP schedule.

5.3.2.4. Determines from parent governments and militaries of international cadets entering the Academy if the cadets are slated to be military pilots (for flight screening program planning purposes) after graduation from USAFA.

5.3.2.5. Coordinates with HQ USAFA/DFIP all information regarding newly appointed international cadets.

#### 5.3.3. HQ USAFA/DFR:

5.3.3.1. Appoints a single focal POC to administer all international cadet issues.

5.3.3.2. Provides HQ USAFA/DFIP Academic Program Summaries (APS) and grade reports on all international cadets.

5.3.3.3. Ensures procedures are in place to implement Faculty Operating Instruction (FOI) 50-3 requirements.

5.3.4. HQ USAFA/DFENG:

5.3.4.1. Teaches international cadets English 109 during the first semester of their Fourth Class year.

5.3.4.1.1. As an English 109 project, international cadets must make a presentation to an area studies group meeting on some aspect of their parent country or to fellow cadets in an area studies course on their region.

5.3.5. Area Studies Groups:

5.3.5.1. Integrate international cadets into their group's activities.

5.3.5.2. Help to sponsor, host, and provide support structures for international cadets.

5.3.6. Executive Officer (HQ USAFA/CCE), Public Affairs (HQ USAFA/PA), Cadet Personnel (HQ USAFA/DPY), Cadet Chapel (HQ USAFA/HCD), Executive Officer (HQ USAFA/AHE), Executive Officer (HQ USAFA/DFXO), HQ USAFA/DFIP, Academy Libraries (HQ USAFA/DFSEL), HQ USAFA/DFENG, the Chairperson of International Programs Council, Executive Officer for the 34th Training Wing (34 TRW/CCE), Division for Character Development and Ethics (34 TRW/CWCH), Military Pay (USAFA/ FMFC), 34 Services Squadron (34 SVS), Physical Exams (10 AMS/SGPFP), 34th Logistics Squadron (34 LS), Supply and Logistics Support (10 ABW/LGL), and 34th Services Squadron (34 SVS/CC) provide support for the International Cadet Orientation Program in accordance with [Attachment 2](#).

5.3.7. 34 TRW/CWCH and 34th Training Group Policy and Evaluations (34 TRG/PE) will notify HQ USAFA/DFIP of any military conduct or honor infractions on the part of international cadets.

5.3.8. HQ USAFA/XPO will send graduation information to the families of international cadets.

5.3.9. HQ USAFA/CCP:

5.3.9.1. Sends invitations to distinguished visitors, as identified by HQ USAFA/DFIP, for graduation ceremonies of international cadets.

5.3.9.2. Maintains country flags for all nations for which we have international cadets.

5.3.10. Cadet Personnel (HQ USAFA/DPY):

5.3.10.1. Conducts an inprocessing briefing for international cadets prior to arrival of the remainder of the new class. Briefs the international cadets on and assists them in completing the following personnel forms: USAFA 0-143, **Record of Emergency Data for Cadet Personnel**; SGLV 8286, **Servicemens' Group Life Insurance Election and Certificate**; and AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**. Maintains the completed documents in the Cadet Personnel Record-1 (CPR-1) for each cadet.

5.3.10.2. Takes photos for a DD Form 1173, **Uniformed Services Identification and Privilege Card**, during the inprocessing briefing. Completes the ID cards and schedules the cadets to return to sign and pick up the cards.



5.3.10.3. In the event of emergencies, provides information from the USAFA Form 0-143 to the Military Personnel Flight Casualty Notification Officer (10MSS/DPMPS).

5.3.10.4. Briefs international cadets who resign or disenroll from USAFA and ensures they out-process through all required agencies. Prepares travel orders for international cadets who resign, disenroll, or graduate. Coordinates with HQ USAFA/DFIP on preparation of travel orders.

## Chapter 6

### CADET FOREIGN ACADEMY EXCHANGE VISITS PROGRAM

**6.1. What is the Program.** USAFA cadets and faculty staff travel to international academies on short duration (10 days) exchange visits. Most trips occur during spring break or a summer period. Normally, each USAFA delegation consists of three to four cadets and sometimes an officer escort. Conversely, USAFA reciprocally hosts the visits of cadets and faculty staff from international academies. In recent years, nearly 30 countries have participated in the annual or biennial exchanges. The purpose of the exchanges, for both USAFA and foreign academies, is:

- 6.1.1. To broaden cadets' international education.
- 6.1.2. To further the bonds of friendship and understanding between air forces.
- 6.1.3. To improve cadets' and faculty/staffs' foreign language proficiency.
- 6.1.4. To enhance faculty/staff professional development.

#### **6.2. How USAFA Cadets Apply:**

- 6.2.1. Interested cadets must submit a USAFA Form 57, **Application to Participate in Cadet Foreign Exchange Program**. Route the application to your academic advisor, to your AOC, and then to HQ USAFA/DFIP.
- 6.2.2. A minimum cumulative GPA and MPA of 2.50 is required to participate in an exchange. However, under special circumstances, applicants with less than 2.50 cumulative GPA and MPA will be considered. Academic advisors should attach a written request for a waiver, justifying the reasons, to the USAFA Form 57. Cadets on any sort of probationary status may not participate in an exchange. Fourth-class cadets may not participate in the program.
- 6.2.3. Priority of selection of cadets for foreign exchanges will go to cadets concentrating their academic and language studies in the region to be visited.
- 6.2.4. Cadets may participate in only one USAFA foreign exchange visit during their 4 years at USAFA.

#### **6.3. How USAFA Officers Apply to Become Escorts:**

- 6.3.1. Interested faculty and staff members must submit a memorandum requesting escort officer duties to HQ USAFA/DFIP. The memorandum should explain: (1) Why the faculty/staff member wishes to participate; (2) how he or she can contribute to the program with special skills, background, or abilities; and (3) how his or her professional development will be enhanced by selection.
- 6.3.2. Priority of selection of escort officers for foreign exchanges will go to faculty/staff members specializing in foreign area/foreign language studies who can best maximize the benefits of the exchange for the cadets. However, all USAFA faculty and staff are encouraged to apply.
- 6.3.3. Escort officer applicants must have 1 year retainability at USAFA.
- 6.3.4. Escort officers may not participate in more than two foreign exchange visits.

#### **6.4. How People are Selected:**

6.4.1. Upcoming trips are advertised in mid-April and mid-August of each year announcing the next calendar year's spring break and summer period USAFA trips to international academies.

6.4.2. Applications for participation (in accordance with paragraphs 6.2. and 6.3. ) are due to HQ USAFA/DFIP by 30 September of each year.

6.4.3. In early October, HQ USAFA/DFIP convenes and chairs a selection committee to determine primary and alternate cadet and officer escort participants for each foreign exchange visit.

6.4.4. In early November, HQ USAFA/DFIP notifies all applicants of their selection or nonselection.

## **6.5. Responsibilities for USAFA Exchanges to Foreign Academies:**

6.5.1. HQ USAFA/DFIP has overall responsibility for conducting USAFA's Cadet Foreign Academy Exchange Visit Program. It:

6.5.1.1. Is the primary POC for foreign exchange matters.

6.5.1.2. Ensures political, military, and cultural factors are incorporated in all planning.

6.5.1.3. Develops proposed foreign exchange travel programs in coordination with SAF/IA and USDAOs.

6.5.1.4. Programs and manages O&M, supporting agency, and endowed funding in support of USAFA foreign exchange visits.

6.5.1.5. Notifies Summer Programs (34 TS/OPS) and Cadet Scheduling (34 SPTG/CCBC) of exchange schedules for the next calendar year each September.

6.5.1.6. Makes travel arrangements for USAFA delegations to foreign academies with Passenger Service (10 ABW/LGTP).

6.5.1.7. Makes travel arrangements for USAFA delegations to foreign academies in accordance with DoD 4500.54G, *DoD Foreign Clearance Guide*.

6.5.1.8. Publishes travel orders.

6.5.1.9. Advertises the program.

6.5.1.10. Convenes and chairs the Cadet Foreign Academy Exchange Visits Program Selection Committee.

6.5.1.10.1. Committee membership includes the chairpersons of the area studies groups, a representative from 34 TRG, and a representative from HQ USAFA/AH.

6.5.1.11. Staffs selection committee recommendations for escort officers, cadet participants, and alternates for foreign exchanges to HQ USAFA/DF and 34 TRW/CC for final approval.

6.5.1.12. Conducts pretrip orientation briefings for USAFA foreign exchange delegations. See [Attachment 3](#) and [Attachment 4](#).

6.5.1.13. Processes through 34 SPTG/CCBC, Scheduling Committee Action requests as needed.

6.5.1.14. Consolidates and monitors after-action report recommendations from returning USAFA delegations with a view toward overall program improvements.

- 6.5.1.15. Provides HQ USAFA/DF, 34 TRW/CC, HQ USAFA/CC, and the IPC a critical program review each October, as a part of overall international programs annual reporting responsibilities (see [Chapter 1](#), paragraph [1.4.5.6](#)).
- 6.5.2. 34 TRG/CC appoints a representative to serve on the Cadet Foreign Academy Exchange Visits Program Selection Committee.
- 6.5.3. HQ USAFA/AH appoints a representative to serve on the Cadet Foreign Academy Exchange Visits Program Selection Committee.
- 6.5.4. Chairpersons of the area studies groups will serve on the Cadet Foreign Academy Exchange Visits Program Selection Committee. Area studies groups will provide predeparture briefings to USAFA delegations covering political, economic, and socio-cultural aspects of the countries our delegates are visiting.
- 6.5.5. Cadet Clinic (10 AMS/SGP) provides medical support to USAFA delegates to foreign academies as dictated by preparatory health measures stipulated in DoD 4500.54G.
- 6.5.6. The Staff Judge Advocate (HQ USAFA/JA) will advise HQ USAFA/DFIP on legal issues which may affect USAFA travelers to foreign countries.
- 6.5.7. AFOSI Detachment 808 will provide predeparture briefings and debriefings as required.
- 6.5.8. Escort officers and cadets selected to travel on foreign exchanges will comply with the instructions detailed in [Attachment 3](#) and [Attachment 4](#).

## **6.6. Responsibilities for Hosting Foreign Academy Visits to USAFA:**

- 6.6.1. HQ USAFA/DFIP:
  - 6.6.1.1. Is the overall OPR for planning.
  - 6.6.1.2. Prepares schedules, agendas, and itineraries in coordination with USAFA supporting agencies and mission elements for the exchange visits.
  - 6.6.1.3. Coordinates the visits with SAF/IA and USDAOs.
  - 6.6.1.4. Programs and manages O&M, supporting agency, and endowed funding for the visits.
  - 6.6.1.5. Publishes (if advanced notification timelines permit) a coordinated USAFA Reception Plan detailing all planning and taskings for the visit at least 30 days prior to the visit.
  - 6.6.1.6. Selects, in coordination with parent mission elements, host officers from the faculty and staff to assist with the visit.
    - 6.6.1.6.1. USAFA escort officers who have led or will lead USAFA's reciprocal exchange to the foreign academy will act as leading host officers.
  - 6.6.1.7. Selects, in coordination with academic departments, 34 SPTG/CCBC, and 34 TRG/CC, host cadets to assist with the visit.
    - 6.6.1.7.1. Normally, USAFA cadets who have, or will participate in, USAFA's reciprocal exchange to the foreign academy, will help host the visit.
  - 6.6.1.8. Notifies HQ USAFA/XP of visits for *Master Schedule of Events* planning.
  - 6.6.1.9. Arranges all ground transportation with Vehicle Operations (10 ABW/LGTO).

6.6.1.10. Coordinates all USAFA flag-rank participation with HQ USAFA/CCE, 34 TRW/CCE, and HQ USAFA/DFXO.

6.6.1.11. Arranges billeting and messing for the visitors with 34 TRG/PE, 34 SVS/SVS, Lodging (10 SVS/SVML), and Officers Club (10 SVS/SVBO).

6.6.1.12. Arranges required support with Educational Visual Services ( HQ USAFA/DFEV).

6.6.1.13. Designates, with Defense Accounting Paying and Collecting (DAO/FP) coordination, Paying Agents for visit financial reimbursements.

6.6.1.14. Requests and manages HQ USAFA/CC Contingency Funds for HQ USAFA/CC-hosted functions for the visitors.

6.6.1.14.1. Submits annual program requirements to HQ USAFA/CCP.

6.6.1.14.2. Requests specific expenditures from HQ USAFA/CC or HQ USAFA/CV.

6.6.1.15. Arranges for institutional gifts for the visitors with HQ USAFA/CCP and HQ USAFA/DFEV.

6.6.1.16. Notifies HQ USAFA/CCP if foreign exchange visitors are flag rank.

6.6.2. The ASGs assist Host Officers with escorting, briefings, and socializing duties during the visits. They assist HQ USAFA/DFIP in developing visit itineraries and with overall planning. Members may act as Paying Agents, disbursing allotted funds during the visit.

6.6.3. Host Officers:

6.6.3.1. Serve as lead escort during the visit, managing the execution of visit itineraries.

6.6.3.2. Serve as lead Pay Agent during the visit in accordance with the provisions of DFAS-DER 7010-1, *General Accounting and Finance Systems at Base Level*, DFAS-DER 7010.2-R, *Commercial Transactions at Base Level (PA)*, and DoD 7000.14-R, Vol 5, *Financial Management Regulation*.

6.6.3.2.1. The Paying Agent will be responsible for the legality of all payments made and will be held personally accountable for any unauthorized payments.

6.6.3.2.2. The Paying Agent must be able to account for all funds at all times. Records and files must be kept which substantiate cash balances.

6.6.3.2.3. Commingling of personal and government funds is strictly prohibited.

6.6.3.2.4. Upon completion of Paying Agent duties, the Agent will contact DAO/FP to arrange for turning in of all remaining cash and original plus one copy of all receipts.

6.6.3.3. Work with HQ USAFA/DFIP in developing visit planning.

6.6.3.4. Submit an after-action report to HQ USAFA/DFIP no later than **5 duty days** after the visit, detailing itineraries and a complete accounting of all gifts and monies expended (to include: dates, functions, all attendees, costs, and copies of all receipts).

6.6.4. Host Cadets:

6.6.4.1. Assist with escort and socializing duties.

6.6.4.2. Host visiting cadets in their dormitories.

6.6.5. The Director, HQ USAFA/AH:

6.6.5.1. Through HQ USAFA/AHE, arranges tours for the visitors.

6.6.5.2. Through USAFA/AHP, arranges intramural sport participation for the visitors.

6.6.5.3. Grants foreign cadet visitors free admission to athletic events scheduled during their visit to USAFA.

6.6.6. 34 TRG/PE and Cadet Housing (34 LS/LGH), after coordination with HQ USAFA/DFIP, arrange foreign cadet billeting in the dormitories.

6.6.7. Special Services (34 SVS/SVS) provides meals in Mitchell Hall to foreign cadet visitors in the same manner as provided to USAFA cadets.

6.6.8. 10 ABW/LGTO provides ground transportation for visiting foreign academy delegations.

6.6.9. Operations Officer, 94th Flying Training Squadron (94 FTS/DO), after HQ USAFA/DFIP coordination, arranges soaring flights for visiting foreign academy delegations.

6.6.10. Operations and Scheduling, 50th Training Squadron (50 TS/DOO), after HQ USAFA/DFIP coordination, arranges familiarization flights for visiting foreign academy delegations.

6.6.11. 10th Medical Group (10 MDG):

6.6.11.1. Provides medical care for foreign academy delegations while at USAFA. Reimbursement to USGOV, if merited, is in accordance with AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*.

6.6.11.2. Coordinates medical treatment with civilian or military medical facilities for emergency treatment of members of foreign academy delegations who are away from USAFA during their visit. Reimbursements are in accordance with AFI 41-115 and AFH 41-114, *Military Health Services System (MHSS) Matrix*. Unless Memoranda of Understanding (MOU) with visiting country specify otherwise, USAFA will provide outpatient care for visitors. In-patient care bills are at the expense of the visiting country's government.

**6.7. Establishing New Exchanges.** Agencies proposing new or revised foreign exchanges will submit proposals to HQ USAFA/DFIP.

## Chapter 7

### CADET SEMESTER EXCHANGE ABROAD PROGRAMS

**7.1. Why Have Semester Abroad Programs.** Cadet Semester Exchange Abroad Programs are designed to respond to US Air Force requirements for foreign language proficient officer personnel to meet the needs of “Global Engagement” interests. In-country language and cultural immersion programs are the most successful in producing language fluency. Such programs, conducted at a foreign military academy, have the added benefit of educating USAFA cadets on the forces of friendly nations. At the same time, affording international cadets from foreign academies an opportunity for a semester of study at USAFA furthers engagement and cooperation between air forces and provides strong, mutually beneficial educational dividends for both academies.

**7.2.** This chapter implements the requirements of AFI 16-111, *The USAF Academy Cadet Semester Exchange Abroad Program*.

#### **7.3. References:**

7.3.1. *Memorandum of Understanding on the Exchange of Cadets Between the United States Air Force Academy and the French Ecole de L’Air*, 8 August 1969.

7.3.2. *Memorandum of Agreement Between the United States Air Force and the German Air Force Regarding the Exchange of Cadets Between Air Force Academies*, (dated).

7.3.3. *Position Paper on the USAFA/Ecole de L’Air Exchange*, approved 3 May 93, by USAFA/CC.

7.3.4. *Memorandum of Understanding (HQ USAFA/DFP-34 TRG/CC) on the Treatment of French Cadets on Exchange to USAFA*, 17 Mar 95.

7.3.5. *Memorandum for 34 TRW/CC* (22 Dec 97), and *34 TRW Endorsement to USAFA/DF* (8 Jan 98), on *Visiting Exchange Cadets Being Element Leaders*.

7.3.6. *SAF/IA Memorandum for AETC/CV on Enhanced Flight Screening Program for USAFA International Cadets*, 13 Mar 98.

7.3.7. DoDR 4500.34R, *Personal Property Traffic Management Regulation*.

7.3.8. DOD 4500.54G, *DoD Foreign Clearance Guide*.

7.3.9. JFTRVI-JTRVII AF Supplement, *Movement and Storage of Personal Property*.

7.3.10. *USAFA Curriculum Handbook*.

7.3.11. *Memorandum of Agreement between 56 OG and USAFA/DFIP*, May 99.

**7.4. What is the Cadet Semester Exchange Abroad Program .** Each fall semester specially selected USAFA cadets attend other international academies for the entire semester. At the same time, a one-for-one equal number of foreign cadets from those international academies attend USAFA during each fall semester. Both the USAFA and international cadets are totally integrated into the academic, military, athletic, and social lives of their host academy. In addition, both USAFA and international exchange cadets are afforded special opportunities to experience the cultures of their host country and to view the operations of each air force.

**7.5. How USAFA Cadets Get Selected.** Second Class cadets with a minimum 3.00 cumulative GPA, who have completed, or are enrolled in, the appropriate Foreign Language 321 are eligible to apply. A minimum cumulative MPA of 2.75 is required. Applicants and participants may not be on any probationary status. It is advantageous for applicants to complete as many foreign language courses as possible to compete for an exchange. Interested and eligible cadets should apply through the Department of Foreign Languages by 20 August each year. A Department of Foreign Language Cadet Semester Exchange Abroad Program Project Officer (DFFPO), working with the Department's various foreign language division chiefs, screens potential cadet applicants for the various exchanges. In September of each year, after a review of USAFA cadet applicant academic and military records, competitive cadets will be interviewed by a Cadet Semester Exchange Abroad Program Selection Board. After the Dean of the Faculty and Commandant of Cadets approval of the selectees, cadets will be notified in October.

**7.6. What USAFA Cadets Selected Must Do:**

7.6.1. Cadets selected for exchanges must follow the preparatory guidelines detailed in the USAFA Curriculum Handbook.

7.6.2. A Cadet-in-Charge (CIC) will be selected by the DFFPO to lead USAFA's contingent for each exchange. The CIC:

7.6.2.1. Supervises the contingent while on exchange.

7.6.2.2. Assists HQ USAFA/DFIP in the selection of gifts.

7.6.2.3. Transports and presents institutional gifts.

7.6.2.4. Provides HQ USAFA/DFF a monthly status report, in the foreign language of study, while on exchange.

7.6.2.5. Not later than 10 November, while on exchange, with the assistance of the USAF Exchange Officer at the host international academy, and/or the US Embassy in-country, request both return passenger and hold baggage transportation back to USAFA. Mail to HQ USAFA/DFIP copies of baggage inventories and customs declarations for unaccompanied baggage. Affix copies of customs declarations, inventories, and TDY orders to unaccompanied baggage.

7.6.2.6. Provides HQ USAFA/DFIP a group trip report on the exchange not later than 15 February.

7.6.3. All cadets going on Cadet Semester Exchange Abroad Programs will perform the required actions detailed in [Attachment 5](#).

7.6.4. USAFA cadets, while participating in an exchange, will serve in the grade of Cadet Major.

7.6.5. USAFA cadets participating in the exchanges will receive Military Leadership credit for the experience.

**7.7. How we Host International Cadets, under the Cadet Semester Exchange Abroad Program at USAFA**

7.7.1. International exchange cadets will have First Class, Superintendent's List privileges and responsibilities. They will participate in all training except, pending individual AOC approval, they will be afforded additional time off from duties to travel and "experience America." They will be granted one special pass which extends a 3-day weekend into a 4-day weekend during the fall semes-



ter. One or two USAFA cadets may accompany them. In addition, international cadets will be given a 6-day (Friday through the next Monday) Thanksgiving break for preapproved travel.

7.7.2. International exchange cadets need attend only two (Army or Navy and one other ) home football games. They are excused from others, if they wish, for preapproved activities, which involve, on a one-on-one basis, American cadets.

7.7.3. International exchange cadets and designated USAFA cadet escorts, where possible, will be counted with the “official contingent” and attend the Army or Navy away football games. These slots will not be counted against cadet squadron allocations.

7.7.4. International exchange cadets will be assigned Element Leader responsibilities in their squadrons to facilitate their learning about Cadet Wing leadership.

7.7.5. International exchange cadets will be punished for infractions of discipline in accordance with instructions. However, AOCs should not award punishments which would limit protracted restrictions and curtail the international cadets’ abilities to “experience America.”

7.7.6. International exchange cadets will undergo flight screening training (in accordance with Reference 7.3.6.), SCUBA, AM-490 (free-fall parachuting), AM-251 (soaring), and be afforded opportunities for incentive/familiarization flights in as many operational aircraft as possible.

7.7.7. International exchange cadets, during their stay at USAFA, tour several operational USAF units, to include F-16 familiarization rides at Luke AFB (see Reference 7.3.11.)

## 7.8. What Agencies do to Manage the Program:

### 7.8.1. HQ USAFA/DFIP:

7.8.1.1. Has overall responsibility for the Cadet Semester Exchange Abroad Program and is USAFA’s single focal point for all matters dealing with the exchanges.

7.8.1.2. Assists the Military Personnel Flight Casualty Notification Officer (10 MSS/DPMPS) with notification of next of kin in emergencies involving international cadets.

7.8.1.3. Conducts an annual review of the programs as a part of overall International Programs Annual Report responsibilities each October.

7.8.1.4. Plans and arranges all logistics for the program. See [Attachment 6](#).

7.8.1.5. Programs and monitors funding for the program.

7.8.1.6. Consolidates, arranges, and forwards after action reports to HQ USAFA/CC/DF, and 34 TRW/CC.

7.8.1.7. Highlights the programs through Public Affairs avenues to ensure Academy community awareness.

7.8.1.8. Chairs a Cadet Semester Exchange Abroad Program Working Group.

7.8.1.9. Provides Cadet Personnel Customer Service and Separations (HQ USAFA/DPYQ) a list of incoming international exchange cadets and schedules in coordinating with HQ USAFA/DPYQ an inprocessing briefing for them. Provides HQ USAFA/DPYQ a list of departure dates for international exchange cadets.

### 7.8.2. HQ USAFA/DFF:

7.8.2.1. Appoints a Department of Foreign Languages Cadet Semester Exchange Abroad Project Officer (DFFPO).

7.8.2.2. Through the Department Head, serves with International Exchange Officers and AOCs of squadrons with international exchange cadets assigned, as the USAFA scheduling committee authority for international exchange cadets. The DFFPO, after HQ USAFA/DFP and AOC approval, routes SCAs directly to HQ USAFA/DFR.

7.8.3. The DFFPO:

7.8.3.1. Is responsible for actions detailed in [Attachment 6](#).

7.8.3.2. Advertises for USAFA cadet applicants for the exchanges.

7.8.3.3. Screens and assembles records of cadet applicants for the exchanges.

7.8.3.4. Convenes the USAFA Cadet Semester Exchange Abroad Selection Boards each September. Boards may be convened for each program. Boards consist of two to three foreign language instructors, the DFFPO, an International Exchange Officer (where applicable), the Director of International Programs, and a Full Professor serving outside of HQ USAFA/DFP on the faculty.

7.8.3.5. Arranges for summer preparatory programs for cadets selected for an exchange program.

7.8.3.6. Arranges for language training tables over the noon meal in Mitchell Hall during spring semester as preparation for USAFA cadet programs participants.

7.8.3.7. Solicits volunteers, screens, and recommends USAFA cadet hosts/roommates for international exchange cadets, through USAFA/DFIP, to 34 TRG/CC.

7.8.3.8. Designates the cadet-in-charge for USAFA cadet contingents on exchanges.

7.8.4. The Director, HQ USAFA/AH:

7.8.4.1. Appoints an Athletics Project Officer (HQ USAFA/AHPO) to the Cadet Semester Exchange Abroad Program Working Group.

7.8.4.2. Grants international exchange cadets the same privileges afforded to USAFA cadets, to include free admission to athletic events.

7.8.4.3. Through the HQ USAFA/AHPO:

7.8.4.3.1. Appoints an instructor in the Physical Education Division (HQ USAFA/AHP) to counsel the international cadets as necessary.

7.8.4.3.2. Is responsible for actions detailed in [Attachment 6](#).

7.8.5. HQ USAFA/DFR:

7.8.5.1. Appoints a HQ USAFA/DFR Project Officer (DFRPO) to the Cadet Semester Exchange Abroad Program Working Group.

7.8.5.2. The DFRPO:

7.8.5.2.1. Is responsible for actions detailed in [Attachment 6](#).

7.8.5.2.2. Handles all course and cadet academic scheduling for the exchange in consult with DFFPO.

7.8.5.2.3. Assembles all APS and MPA data for the USAFA Cadet Semester Exchange Abroad Program Selection Boards proceedings.

7.8.5.2.4. Provides graduation checks and scholarship APSs and transcripts for participating USAFA cadets.

7.8.5.2.5. Provides international exchange cadet grade reports to HQ USAFA/DFIP.

7.8.6. The 34 TRW/CC:

7.8.6.1. Appoints a Cadet Wing Project Officer (CWPO) to the Cadet Semester Exchange Abroad Program Working Group.

7.8.6.2. Approves, along with HQ USAFA/DF, USAFA Cadet Semester Exchange Abroad Selection Boards nominations for the exchanges.

7.8.6.3. Through the 34 TRG/CC, using DFFPO recommendations, approves USAFA cadet roommates for international cadets and arranges for international exchange cadets to accompany the official contingent (where possible) to the West Point or Annapolis away football games. In addition, USAFA cadets participating on an exchange will be allowed to hold two credit cards (MasterCard and VISA).

7.8.6.3.1. Through 34 SPTGP/AIT, in coordination with HQ USAFA/DFIP, ensures there is only one international cadet in each squadron.

7.8.6.4. Through the 34 TS, ensures that USAFA cadet exchange participants satisfy (or obtain waivers for) their military training requirements.

7.8.6.5. Through the 34 SVS/SVS:

7.8.6.5.1. Provides meals at no cost to visiting international exchange cadets in Mitchell Hall.

7.8.6.5.2. Arranges language training tables in Mitchell Hall as requested by DFFPO.

7.8.6.5.3. Extends AOC meal rates to HQ USAFA/DFIP instructors conducting language training in Mitchell Hall.

7.8.6.6. Through the 34 LS/CC:

7.8.6.6.1. Arranges billeting for USAFA cadet programs participants during summer preparatory programs for the exchanges.

7.8.6.6.2. Arranges VIP in-processing of international exchange cadets immediately upon their arrival at USAFA.

7.8.6.6.3. Arranges no-cost billeting of international exchange cadets in the dormitories.

7.8.6.6.4. Ensures USAFA and international exchange cadets are furnished with the items cited in [Attachment 7](#). Prepares and forwards DD Form 1149, **Requisition and Invoice/Shipping Document**, to 10 ABW/FMFPM for HQ USAFA/DFIP reimbursement citing RC/CC 13130D, EEIC 606.

7.8.6.7. Through the 34 OG/CC, ensures that slots are available for international exchange cadets in flight screening programs, (see reference [7.3.6.](#)), AM-490 (parachuting), and AM-251 (soaring).

7.8.6.8. Through the 34 SPTG/CC and 34 TRG/CC, arranges (where possible) for international exchange cadets to accompany the official contingent to the West Point or Annapolis away football game.

7.8.7. The Cadet Semester Exchange Abroad Program Working Group (DFIP, DFFPO, CWPO, AHPO, DFRPO):

7.8.7.1. Ensures that all responsibilities detailed in this chapter and in [Attachment 6](#) are carried out.

7.8.7.2. Stands to ensure cross-mission element coordination and execution of all programs activities.

7.8.7.3. Coordinates with HQ USAFA/DFIP on any relevant programs issues.

7.8.7.4. Meets as called by HQ USAFA/DFIP or DFFPO.

7.8.8. 10 ABW/LGTP/LGTO:

7.8.8.1. Makes round-trip air travel arrangements prior to cadet departure on exchanges and provides surface transportation as requested. **Note:** the Joint Personal Property Shipping Office (JPPSO) provides unaccompanied baggage shipments.

7.8.9. Academic Departments. Various Dean of the Faculty's Academic Departments provide instructional support as coordinated by HQ USAFA/DFF/DFIP, during special summer preparatory programs prior to USAFA cadets going on exchanges.

7.8.9.1. The last day of classes for international exchange cadets attending USAFA is lesson T-41. They are excused from Final Examinations. Grades are determined by points earned up to T-41.

7.8.10. Financial Management (USAFA/FM):

7.8.10.1. Through Travel Pay (USAFA/FMFC), assists HQ USAFA/DFIP in briefing USAFA cadet exchange participants on travel entitlements.

7.8.10.2. Through Cadet Pay (USAFA/FMFC), suspends fixed charges on USAFA cadets for the period they are on exchange.

7.8.11. International Exchange Officers Assigned to USAFA From Countries/Academies With Which we are Conducting a Cadet Exchange Program:

7.8.11.1. Are members of the Cadet Semester Exchange Abroad Programs Working Group.

7.8.11.2. Are members of the special approving committee for scheduling actions involving international exchange cadets.

7.8.11.3. Act as ombudsmen and academic advisors for international exchange cadets.

7.8.11.4. Serve as liaison between their foreign academy and USAFA in providing logistical and planning information to HQ USAFA/DFIP.

7.8.11.5. Are responsible for the actions detailed in [Attachment 6](#).

7.8.12. USAF Exchange Officers (if assigned) at international academies hosting USAFA cadets:

7.8.12.1. Give a country briefing to USAFA cadets upon their arrival.

- 7.8.12.2. Help coordinate academic scheduling of USAFA cadets at host international academies.
- 7.8.12.3. Help register USAFA cadets with American Embassies/Consulates.
- 7.8.12.4. Assist USAFA cadets in obtaining civil liability insurance as needed.
- 7.8.12.5. Act as ombudsmen and academic advisors for the USAFA cadets.
- 7.8.12.6. Assists USAFA cadets-in-charge in arranging return transportation and baggage shipment for the contingents.
- 7.8.12.7. Maintain liaison with the USDAOs, international academies, and HQ USAFA/DFIP, regarding logistic, fiscal, personnel, and other military matters pertaining to the USAFA cadets on the exchange program.
- 7.8.12.8. Provide HQ USAFA/DFIP biographical sketches on international cadets selected to come to USAFA. Use HQ USAFA/DFIP provided **USAFA Form 22**, US Air Force Academy Cadet Foreign Exchange Programs Biographical Information (PA).
- 7.8.12.9. Submit to HQ USAFA/DFIP, not later than 15 February, host academy evaluations of each USAFA exchange cadet's leadership potential, military conduct, flying performance (if applicable), and academic performance.
- 7.8.12.10. Upon the return of the USAFA cadet contingents, provide HQ USAFA/DFIP, not later than 20 January, an after-action report addressing problem areas, program strengths, and recommendations for improvement.
- 7.8.13. 10 MDG:
  - 7.8.13.1. Performs medical clearance evaluations on international exchange cadets for flying/jumping programs upon their arrival at USAFA.
  - 7.8.13.2. Provides medical care for international cadets while they are assigned to USAFA, to include timely flight physicals as requested. Medical costs are covered in accordance with our Memoranda of Agreements between Air Forces.
  - 7.8.13.3. Coordinates medical treatment with military or civilian medical facilities for emergencies while international exchange cadets are away from USAFA.
  - 7.8.13.4. Provides MFRs, at the request of HQ USAFA/DFIP, notifying international academies of medical clearances for USAFA cadets participating on exchanges.
- 7.8.14. The Director, HQ USAFA/DPY:
  - 7.8.14.1. Conducts an inprocessing briefing for international exchange cadets. Briefs the international cadets on and assists them in completing the following personnel forms: USAFA Form 0-143 and AF Form 2030. Maintains the completed documents in the Cadet Personnel Record-1 (CPR-1) for each cadet. Updates Cadet Administrative Management Information System (CAMIS) to reflect a duty status code of "45," Exchange Cadet Assigned to USAFA, upon completion of inprocessing. Upon the departure of each cadet, updates CAMIS to change the duty status to a code of "00," Discharged.
  - 7.8.14.2. Takes photos for DD Forms 1173 valid for the duration of the exchanges, during the inprocessing briefing. Completes the ID cards and schedules the cadets to return to sign and pick

up the cards. Upon termination of the exchanges, destroys ID cards returned by HQ USAFA/DFIP.

7.8.14.3. In the event of emergencies, provides information from the USAFA Form 0-143 to the Military Personnel Flight Casualty Notification Officer (10 MSS/DPMPs).

7.8.14.4. Provides USAFA cadets selected for the Semester Exchange Abroad Program with a mini record consisting of a copy of the cadet's USAFA Form 0-143, SGLV 8286, and a Cadet Personnel Summary. Seals the mini record in an envelope along with the cadet's medical, dental and immunization records and gives the envelopes to the cadets with instructions to turn them in to the USAFA representative at their exchange academy. Places a copy of the cadets' orders in their CPR-1 that remains at USAFA. On completion of outprocessing, updates CAMIS to reflect a duty status code of "44," Cadet on Exchange at Another Academy. Retrieves mini, medical, and dental records from cadets when they return to USAFA. Updates CAMIS to change the cadets' duty status to a code of "50," Present for Duty.

7.8.15. Air Officers Commanding squadrons with international exchange cadets fully integrate the cadets into their squadrons, and:

7.8.15.1. Adhere to the actions required in [Attachment 6](#).

7.8.15.2. Personally welcome international exchange cadets assigned to their squadrons.

7.8.15.3. Adhere to the special practices cited in paragraph [7.7](#).

7.8.15.4. Assign international exchange cadets to positions of Element Leaders in accordance with Reference at paragraph [7.3.5](#).

7.8.15.5. Organize opportunities for international exchange cadets and USAFA cadets, in a non-confrontational atmosphere, to discuss differences between academies, air forces, and countries.

7.8.15.6. Require USAFA cadet roommates/hosts to provide a welcoming, orientation, and week-end-by-weekend "experience America" plan.

7.8.15.7. Have the authority to give extra privileges to Second Class USAFA cadets hosting international exchange cadets so they can adequately accomplish their escort duties. This applies to one or two USAFA cadets in addition to USAFA roommates.

7.8.15.8. Make the final decision authority in granting international exchange and USAFA cadets permission to miss football games and military training.

7.8.15.9. Coordinate and request special scheduling committee actions with HQ USAFA/DFF.

7.8.15.10. Inform and consult with HQ USAFA/DFIP, DFFPO, and the International Exchange Officers (where applicable) of discipline infractions involving international exchange cadets.

7.8.15.11. By 20 Dec of each year, provide HQ USAFA/DFIP a military performance evaluation of international exchange cadets and overall program evaluation.

7.8.16. USAFA cadet roommates of international exchange cadets:

7.8.16.1. Help create for international exchange cadets a positive attitude about USAFA, USAF, and the USA.

7.8.16.2. Prepare for their AOC, then conduct a welcoming, orientation, and weekends travel and touring plan for hosting their international exchange cadet roommate.

7.8.17. AAFES (Bookstore) provides HQ USAFA/DFIP bills for textbooks issued to international exchange cadets. HQ USAFA/DFIP will pay only for required textbooks.

## Chapter 8

### ACADEMY-STAFF FOREIGN MILITARY INTERACTION PROGRAMS

**8.1. What are the Programs.** As a premier undergraduate academic institution and officer training program, USAFA represents an emulative model for foreign militaries. As a result, USAFA's faculty and staff agencies are frequently called upon to assist and advise on the establishment or modernization of foreign defense academies. Of particular interest to foreign military educators and administrators are our curriculum's composition and its integration, the use of computer assisted educational technologies, course development in the area of civil-military relations, academic, military, athletic, and flying training balances, and our policies and procedures on the assimilation of women.

**8.2. Why Have Such Programs.** USAF international policy objectives see international military education and training as a force multiplier, building influence, interoperability, and encouraging democratic values. USAFA's staff assistance to foreign academies garners prestige for the institution, builds bridges and cooperation between air forces, creates possibilities for future cadet foreign exchanges, and provides opportunities for faculty and staff development.

**8.3. USAFA's Focal Point.** HQ USAFA/DFIP is the single focal point for USAFA foreign military interaction initiatives. It is responsible for staffing HQ USAFA/CC, SAF/IA, OSD, and State Department clearances and approval, and for coordinating across USAFA mission elements institutional support to foreign militaries.



## Chapter 9

### CADET SUMMER FOREIGN LANGUAGE IMMERSION PROGRAMS

**9.1. What is Foreign Language Immersion.** An ideal way to improve quickly foreign language skills is to participate in an intense, month-long language program abroad which focuses on using the language every day, all day long. Normally, during the program, you are not permitted to speak English. Often the programs spend half of each day in classrooms building foreign language skills, and the rest of the time you are immersed, sink or swim, in a foreign culture, practicing the language.

**9.2. How the Programs Work at USAFA.** Each summer, 24 USAFA cadets, several AFROTC cadets, and select faculty escorts participate in our month-long programs. Programs are run for Arabic, Chinese (Mandarin), French, German, Japanese, Russian, and Spanish. The programs begin right after spring semester final exams and last until the start of Summer Period 2. Cadets must participate in lieu of summer leave.

**9.3. How Cadets are Selected.** Interested cadets should volunteer through their foreign language instructors and the Department of Foreign Languages (HQ USAFA/DFP). A minimum cumulative GPA 3.0/MPA 2.75 is advised. Each November, USAFA/DFP solicits volunteers, screens applicants, and nominates to HQ USAFA/DFIP a prioritized listing of candidates. HQ USAFA/DFIP asks the various Area Studies Groups (ASG) to comment on HQ USAFA/DFP candidates. Then HQ USAFA/DFIP staffs both HQ USAFA/DFP's and ASGs' nominations for IPC approval.

**9.4. How Faculty Escorts are Selected.** Interested officers should apply through the ASGs. Officers only may apply in the interests of grooming more qualified Foreign Area Officers for the Air Force. Each November, HQ USAFA/DFIP will ask the ASGs for prioritized lists of candidates. HQ USAFA/DFIP then staffs nominations for IPC approval.

**9.5. Who Manages the Programs.** The Office of International Programs (HQ USAFA/DFIP) manages all planning and logistics for the programs.

## Chapter 10

### THE CADET FOREIGN AREA STUDIES ACADEMIC MAJOR

**10.1. What is the Foreign Area Studies Major.** USAFA cadets may choose to concentrate their academic studies in a Foreign Area Studies major. The major is an interdisciplinary study of one of six geocultural regions of the globe. The academic program leads to a Bachelor of Science Degree in African Area Studies, Asian Area Studies, European Area Studies, Latin American Area Studies, Middle Eastern Area Studies, or Slavic Area Studies. Each program concentrates on the history, economics, geography, politics, culture, and language of the geocultural region, with subconcentration options possible in a given academic discipline. Program guidelines and requirements are detailed in USAFA's *Curriculum Handbook*.

**10.2. How the Foreign Area Studies Academic Major is Managed at USAFA.** Foreign Area Studies is an interdepartmental major jointly administered by the Departments of Economics & Geography (HQ USAFA/DFEG), Foreign Languages (HQ USAFA/DFL), History (HQ USAFA/DFH), and Political Science (HQ USAFA/DFPS).

10.2.1. A Foreign Area Studies Major's Steering Group (FASWG), consisting of International Programs Council members and Department Heads from HQ USAFA/DFEG/DFL/DFH/DFPS, is collectively responsible for the Foreign Area Studies major. These responsibilities include:

10.2.1.1. Providing policy guidance and oversight for all facets of the major.

10.2.1.2. Overseeing the efforts of the Foreign Area Studies Major's Working Group (FASWG) and the major's-related activities of the Office of International Programs (HQ USAFA/DFIP), both of which administer the major on a day-to-day basis; and, managing the faculty members of the Area Studies Groups (ASG), who principally teach the coursework of the major and function as academic advisors for cadets in the major.

10.2.1.3. Recruiting and sustaining qualified military and civilian faculty to teach the major's requisite coursework.

10.2.1.4. Programming for, and allocating, TDY monies, at the department level, for faculty professional development.

10.2.1.5. Fostering, at department level, faculty research in Foreign Area Studies.

10.2.1.6. Recognizing that faculty teaching, advising, and administrative workloads associated with the interdepartmental major are bona fide primary assigned duties.

10.2.1.7. Meeting at least once each semester to adjudicate the status of the major.

10.2.2. A FASWG is responsible for the day-to-day administration of the major.

10.2.2.1. FASWG membership includes one Department Head-designated faculty member from HQ USAFA/DFEG, HQ USAFA/DFL, HQ USAFA/DFH, and HQ USAFA/DFPS; and the Director of HQ USAFA/DFIP. Department-designated faculty members should be at least Assistant Professors who have educational background and teaching experience in the Foreign Area Studies curriculum. They should also be field grade officers or civilians with at least 5 years teaching experience at USAFA. Departments are to recognize FASWG membership as a significant additional duty.

10.2.2.2. FASWG responsibilities and duties include:

10.2.2.2.1. The Advisor-in-Charge (AIC) function, in accordance with the *Curriculum Handbook* and applicable Faculty Operating Instruction requirements. The Director, HQ USAFA/DFIP, or a HQ USAFA/DFIP designated representative, serves as principal AIC. The AIC acts as focal point for the major with the Office of the Registrar (HQ USAFA/DFR), and is responsible for quality controlling all Academic Program Summaries (APS). A Master APS Repository for all majors will be maintained in HQ USAFA/DFIP. All other FASWG members serve as Assistant AICs.

10.2.2.2.1.1. Cadets selecting a concentration option in the major should be under the care of the department offering the concentration.

10.2.2.2.1.2. Requests for academic waivers will be handled by the AIC and will require the coordination of the affected Department Heads.

10.2.2.2.1.3. The FASWG will equitably designate faculty advisors for cadets majoring in Foreign Area Studies. Advisors should be appointed from Area Studies Group teaching faculty whose expertise coincides with cadet concentrations and interests. Cadets choosing concentration options should be assigned advisors from the departments offering the concentration. For cadets with double majors in Foreign Area Studies and nondisciplinary related subjects, two advisors should be appointed.

10.2.2.2.1.4. The FASWG will ensure, with FASSG coordination, that the *Curriculum Handbook* is kept current.

10.2.2.2.1.5. The FASWG will develop and staff curriculum change proposals for the FASSG.

10.2.2.2.2. The FASWG functions as overall coursework coordinator for the major, to include:

10.2.2.2.2.1. Fostering, then staffing specialized Area Studies 495 courses for FASSG approval.

10.2.2.2.2.2. Graded Review and major graded project deconfliction across the major's courses as possible.

10.2.2.2.2.3. Maintaining a Master Library of course syllabi, archived in HQ USAFA/DFIP.

10.2.2.2.2.4. Ensuring compatibility and limited redundancy across the major's courses.

10.2.2.2.3. The FASWG conducts an annual selection board, then nominates for FASSG approval, the Outstanding Cadet in Foreign Area Studies.

10.2.2.2.4. The FASWG conducts annual cadet special review boards (AFSC, UFT, etc.), with the FASSG as final approving authority.

10.2.2.2.5. The FASWG holds selection boards for Graduate Scholarship Program or endowed scholarship nominations as they become available. The FASSG approves the nominations.

10.2.2.2.6. The FASWG fosters cadet developmental and research activities.

10.2.2.3. The FASWG achieves decision-making by majoral vote. HQ USAFA/DFEG, HQ USAFA/DFP, HQ USAFA/DFH, and HQ USAFA/DFPS representatives each have one vote. The Director of HQ USAFA/DFIP only votes in cases of tied, split decisions. All FASWG members must be present to conduct votes.

10.2.2.4. The Director of HQ USAFA/DFIP serves as Executive Agent for the FASWG, scheduling meetings, maintaining suspenses and calendars, developing and distributing meeting agendas, and recording and publishing FASWG meeting minutes.

10.2.2.5. The FASWG meets as required.

10.2.2.6. The Director of HQ USAFA/DFIP performs as First Class Administrator, staffing and handling all issues concerning the graduating class. In addition, the Director of HQ USAFA/DFIP, pending the verbal coordination of three of four FASSG members, may sign as Department Head for routine administrative matters.

10.2.3. HQ USAFA/DFIP serves as resource manager for cadet development in the Foreign Area Studies major.

10.2.3.1. HQ USAFA/DFIP's Cadet Foreign Exchange Visits Program, Cadet Semester Abroad Program, and Cadet Summer Foreign Language Immersion Program complement educational opportunities for cadets in the major.

10.2.3.2. HQ USAFA/DFIP functions as Resource Advisor and Cost Center Manager for Foreign Area Studies cadet development, programming for and administering O&M and endowed monies for programs available to Foreign Area Studies majors.

10.2.3.3. HQ USAFA/DFIP manages the Foreign Area Studies Association (FASA-Cadet Club), planning and conducting extracurricular, social, and educational activities. In addition, the various Area Studies Groups (See paragraph 1.4.4.) manage regionally-specific chapters of the FASA, dedicated to the six geocultural regions of cadet specialization. HQ USAFA/DFIP will publish a FASA Newsletter.

10.2.3.4. HQ USAFA/DFIP will house and maintain displays recognizing Foreign Area Studies majors and award winners.

10.2.3.5. HQ USAFA/DFIP, with the help of the FASWG and the ASGs, will manage Majors' Night activities and annual Major's meetings in accordance with Transition LOIs.

10.2.4. Area Studies Group teaching faculty members, in addition to the responsibilities cited in paragraph 1.4.4., serve as academic advisors for Foreign Area Studies cadet majors. Duties include:

10.2.4.1. Providing professional advising in accordance with *Curriculum Handbook* guidelines and FASWG AIC policies.

10.2.4.2. Meeting with advisees as necessary.

DAVID A. WAGIE, Brig Gen, USAF  
Dean of the Faculty

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*Memorandum of Agreement Between the United States Air Force and the German Air Force Regarding the Exchange of Cadets Between Air Force Academies, (dated).*

*Memorandum of Understanding on the Exchange of Cadets Between the United States Air Force Academy and the French Ecole de L'Air, 8 August 1969.*

*Memorandum of Understanding (HQ USAFA/DFP-34 TRG/CC) on the Treatment of French Cadets on Exchange to USAFA, 17 Mar 95.*

*Memorandum for 34 TRW/CC (22 Dec 97), and 34 TRW Endorsement to USAFA/DF (8 Jan 98), on Visiting Exchange Cadets Being Element Leaders.*

*Position Paper on the USAFA/Ecole de L'Air Exchange, approved 3 May 93, by USAFA/CC.*

*SAF/IA Memorandum for AETC/CV on Enhanced Flight Screening Program for USAFA International Cadets, 13 Mar 98.*

*JFTRVI-JTRVII AF Supplement, Movement and Storage of Personal Property.*

*USAFA Curriculum Handbook.*

*Memorandum of Agreement between 56 OG and USAFA/DFIP, May 99.*

*DoDR 4500.34R, Personal Property Traffic Management Regulation.*

*DoD 4500.54G, DoD Foreign Clearance Guide.*

*AFPD 16-2, Disclosure of Military Information to Foreign and International Organizations.*

*AFI 16-201 (Confidential), Disclosure of Military Information to Foreign Governments and International Organizations.*

*AFI 61-204, Disseminating Scientific and Technical Information.*

*AFI 61-205, Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Meetings.*

***Terms***

**AIC**—Advisor-In-Charge

**APS**—Academic Program Summaries

**ASG**—Area Studies Group

**BCT**—Basic Cadet Training

**CIC**—Cadet-in-Charge

**DV**—Distinguished Visitors

**FASWG**—Foreign Area Studies Major's Working Group

**FDO**—Foreign Disclosure Office/Foreign Disclosure Officer

**FMS**—Foreign Military Sales

**ICOP**—International Cadet Orientation Program

**IMET**—International Military Education and Training

**IPC**—International Programs Council

**IPWG**—International Programs Working Group

**O&M**—Operations and Maintenance

**SA**—Security Assistance

## Attachment 2

## INTERNATIONAL CADET ORIENTATION PROGRAM (ICOP)

<b>MILESTONE/ACTIVITY</b>	<b>DATE</b>	<b>OPR</b>	<b>OCR</b>
A2.1. Determine dates of BCT by	January	DFIP	34 TS/SPR
A2.2. Set ICOP dates. (BCT –3 workdays for formal orientation. BCT –3 to BCT –6 days for in-home sponsorship by	January	DFIP	34 TS/SPR
A2.3. Notify USAFA/RR of ICOP schedule by	February	DFIP	
A2.4. Notify new international cadets of ICOP requirement by	April		
A2.5. Solicit ICOP home sponsors. (Preference to ASG/faculty and staff members) by	April	DFIP	
A2.6. Make dormitory and Mitchell Hall meal arrangements for international cadets during formal portion of ICOP by	April	DFIP	34 LS/CC 34 SVS/CC
A2.7. Select ICOP home sponsors. Notify sponsors of prebriefing requirement in	early May	DFIP	
A2.8. Set ICOP agenda. Notify/coordinate with USAFA/CCE/PA/DPY/HCD/AHE/DFXO/DFSEL/DFENG, IPC Chair, 34 TRW/CCE/CWCH, 34 TS/SPR, USAFA/FMFC/10 AMS/SGPFP, 10 ABW/LGL, and 34 CAS/CAOE in	early May	DFIP	
A2.9. Reconfirm international cadet arrival times with USDAOs in	early June	DFIP	

MILESTONE/ACTIVITY	DATE	OPR	OCR
A2.10. Hold ICOP prebriefing for in-home sponsors in:  Airport arrival times Purpose of in-home program American cultural acclimatization Cultural considerations Appropriate touring ICOP agenda review Thanking sponsors Questions & Answers	early June	DFIP	34 SVS/SVC
A2.11. Ensure new international cadets and in-home sponsor linkup. Reconfirm dormitory drop-off date/time for	BCT -6 days	DFIP	
A2.12. Conduct formal ICOP for	BCT -3 days	DFIP	
<b>Day One (BCT -3 days)</b>  0800 – Official Welcome by Chairman, IPC 0830 – Courtesy Call with Superintendent/Vice Superintendent 0900 - Cadet Introductions 0930 - USAFA Mission Briefing 1030 - Cadet Finance/Tax Briefing 1115 - Cadet Issue Briefing  1200 - Lunch at Arnold Hall 1300 - Medical/Physical Exams		IPC  USAFA/ CCE  USAFA/PA USAFA/ FMFC 10 ABW/ LGLC DFIP 10 AMS/ SGPFP	
<b>Day Two (BCT -2 days)</b>  0730 - Cadet Personnel Briefings 0815 - Courtesy Call with Dean of the Faculty 0830 - ESL/English 109 Briefing 0900 - Avenues of Assistance Briefing		USAFA/DPY DFXO  DFENG DFIP	



MILESTONE/ACTIVITY	DATE	OPR	OCR
0930 - Briefing on Honor System  1000 - Library Services Briefing 1100 - Courtesy Call with Commandant 1120 - Picture at Eagle & Fledgling Statue 1145 - Lunch at Officers Club 1315 - ID Card Issuance 1430 - Social Security Card Issuance		34 TRW/ CWCH DFSEL 34 TRW/ CCE  DFIP USAFA/ DPY DFIP	
<b>Day Three (BCT –1 day)</b>  0800 - Chapel Services Briefing 0900 - BCT Prebriefing 1000 - Tour Jacks Valley 1100 - Tour Athletic Facilities 1200 - Lunch at Mitchell Hall 1300 - Question & Answer Session 1430 - Set up Bank Accounts		USAFA/HC 34 TS/SPR 34 TS/SPR USAFA/AHE  DFIP DFIP	
A2.13. Send Memorandums of Appreciation under Dean of the Faculty's signature to in-home sponsors in early July		DFIP	

## Attachment 3

**CADET FOREIGN ACADEMY EXCHANGE VISITS PROGRAM  
ACTIONS AND RESPONSIBILITIES**

<b>ACTION</b>	<b>DEADLINE</b>
A3.1. Team meet at Escort Officer's request to go over requirements and select Cadet-in-Charge by	15 November
A3.2. Attend USAFA/DFIP's Cadet-Officer Escort Contingent Briefing by  Passport Requirements Photo Requirements Biography Requirements Immunization Requirements Health Measures Requirements Standards of Conduct Travel Arrangements Uniforms & Clothing Requirements Area Studies Group Cultural Orientation Briefing Requirements Funds and Gifts Requirements After-Action Reporting Requirements Thank You Memorandums Requirements Travel Voucher Reporting Requirements	15 November
A3.3. Submit passport application by	1 December
A3.4. Submit biographies and photos to escort officer Use USAFA Form 22 by	15 January
A3.5. Get required immunizations by	1 February
A3.6. Attend Area Studies Group Cultural Orientation briefing by	15 February
A3.7. Show escort officer your passport by	15 February
A3.8. Purchase gifts for trip before	departure -2 weeks
A3.9. Attend OSI Threat Briefing	departure -2 weeks

ACTION	DEADLINE
A3.10. Confirm departure time and location with escort officer before	departure -1 week
A3.11. Keep journal for trip report	during trip
A3.12. Submit travel voucher upon	Return +5 days
A3.13. Submit trip report to CIC upon	Return +8 days
A3.14. CIC submits consolidated trip report to escort officer upon	Return +10 days
A3.15. Prepare to host cadets visiting USAFA from the academy you visited	TBD
A3.16. Prepare to provide briefings and presentations on your trip	TBD

## Attachment 4

**ESCORT OFFICER CADET FOREIGN ACADEMY EXCHANGE VISITS PROGRAM  
ACTIONS AND RESPONSIBILITIES**

<b>ACTION</b>	<b>DEADLINE</b>
A4.1. Schedule meeting with cadets to go over requirements. Select Cadet-in-Charge by	15 November
A4.2. Attend with your cadets USAFA/DFIP's Contingent Briefing by  Passport Requirements Photo Requirements Biography Requirements Immunization Requirements Health Measures Requirements Standards of Conduct Travel Arrangements Uniforms & Clothing Requirements Area Studies Group Cultural Orientation Briefing Requirements Funds and Gifts Requirements After-Action Reporting Requirements Thank You Memorandums Requirements Travel Voucher Reporting Requirements	15 November
A4.3. Submit passport application and ensure cadets do by	1 December
A4.4. Collect, QC, and forward your and cadets' biographies and photos to DFIP. Use USAFA Form 22 by	20 January
A4.5. Get required immunizations and ensure cadets do by	5 February
A4.6. Schedule Area Studies Groups presentation, coordinating with DFIP by	10 February
A4.7. Attend with cadets, Area Studies Groups Cultural Orientation briefing by	15 February
A4.8. Ensure cadets have passports by	15 February

ACTION	DEADLINE
A4.9. Coordinate with DFIP to get travel orders by	15 February
A4.10. Pick up all airline tickets before	departure -2 weeks
A4.11. Purchase gifts and ensure cadets have purchased appropriate gifts before	departure -2 weeks
A4.12. Attend OSI Threat Briefing	departure -2 weeks
A4.13. Ensure cadets know departure time and location before	departure -1 week
A4.14. Lead cadets and maintain trip journal	during Trip
A4.15. Submit travel voucher and ensure cadets submit theirs upon	return +5 days
A4.16. Collect cadet trip reports upon	return +10 days
A4.17. Submit overall trip after-action report to DFIP upon	return +15 days
A4.18. Submit to DFIP thank you letters for USAFA/CC signature upon	return +15 days
A4.19. Prepare, working with DFIP, to be lead Host Officer for cadets and staff visiting USAFA from the academy you visited	TBD

## Attachment 5

**CADET SEMESTER EXCHANGE ABROAD PROGRAM  
CADET REQUIRED ACTIONS**

<b>ACTION</b>	<b>DEADLINE</b>
A5.1. Upon notification of your selection (primary or alternate) for an exchange program, contact the DFFPO reconfirming your intent to participate by	1 November
A5.2. Have official photos taken for passports (2 sets: 1 - uniform/1 – civilian clothes), biographies, International Driver’s License. (Primaries and alternates) by	15 January
A5.3. Submit applications for tourist passports through the US Post Office. ( <b>NOTE:</b> Individual, nonreimbursable expense.) (Primaries and alternates) by	30 January
A5.4. Submit completed biographical sketch (with photo) to DFIP. Use USAFA Form 22. (Primaries and alternates) by	15 March
A5.5. If required, purchase International Driver’s License through AAA Auto Club. (Primaries only) ( <b>NOTE:</b> individual, nonreimbursable expense.) by	15 March
A5.6. Make VISA and MasterCard (w/pin) applications (Primaries only) by	15 March
A5.7. Cadet-in-Charge make recommendations to DFIP for institutional gifts by	1 May
A5.8. Inform AOCs and academic advisors of need for USAFA Form 94 for AFSC selections	25 May
A5.9. Attend Graduate Scholarship Office (DFRL) briefing to determine your eligibility and timeline and procedures. (Primaries and alternates) by	during dead week
A5.10. Attend TMO briefing on baggage shipment. Attend Finance Briefing on pay & entitlements. Arrange for travel advance	during dead week

ACTION	DEADLINE
A5.11. Participate in Summer Period Preparatory Coursework	June-July
A5.12. Prepare and ship unaccompanied baggage. 350 lbs is max allowable. Keep a detailed inventory	5 June
A5.13. From personal funds, purchase small gifts for host families and cadets	prior to departure
A5.14. Fill out change-of-address forms at the Post Office By	prior to departure
A5.15. Pick up/handcarry/have in your possession:  TDY Orders (from DFIP) Military ID PHS-732 (shot record) (from Cadet Clinic) Tourist Passport Medical and Dental Records (from DFIP) Mini Personnel Record (from Cadet Personnel Customer Service) Credit Cards	2 days prior to departure
A5.16. While abroad:  Keep comments & feedback for after-action report Provide monthly status reports to DFFPO via e-mail Keep in e-mail contact with: AOC & Advisor (AFSC ratings) DPY (AFSC selection) Yearbook staff DFIP	as required
A5.17. File your travel voucher by	10 January
A5.18. Provide DFIP a copy of your processed travel voucher by	20 January
A5.19. Contact Cadet Tailor Shop for officer uniform Fittings	January

ACTION	DEADLINE
A5.20. Turn-in your collective trip report to the cadet-in-charge by	end-January
A5.21 Contact AH to ensure PE transfer credits per Curriculum Handbook	mid-January
A5.22. Contact Cadet Clinic to schedule graduation Physicals	end-January
A5.23. CIC turn-in to DFIP group trip report.	15 February
A5.24. Be prepared to participate in foreign language and other classes to share your exchange experiences	as required
A5.25. Turn in mini personnel, medical, dental, and immunization records to Cadet Personnel by	10 January



## Attachment 6

**CADET SEMESTER EXCHANGE ABROAD PROGRAM  
STAFF ACTIONS**

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.1. USAFA/DFF/AH/DFR and 34 TRW/CC designate Project Officers by	end-July	DFIP
A6.2. Prepare an International Exchange Cadet Reception and Orientation Plan, detailing in-processing and base orientation/familiarization activities	20 July	DFIP
A.6.3. Meet with AOCs hosting international exchange cadets and AOCs of USAFA cadets departing on exchanges	late July	DFIP
A6.4. AOCs and USAFA host cadets meet arriving international cadets	arrival date in August	AOCs
A6.5. VIP in-processing of international cadets. Roommates get bedding, help w/computers, etc. on	arrival date in August	AOCs
A6.6. Further international exchange cadet in-processing: (with integration into the cadet wing)  Flight physicals/ "Fit-to-Fly" MFRs Books Military ID cards USAFA Form 0-143 AF Form 2030 USAFA Forms 13 International Exchange Officer In-brief (if applicable) (Cadet wing organization, honor code, automobile laws, privileges, etc.) Driver's License Welcome by USAFA/DF, 34 TRW/CC	early August	DFIP

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.7. Cadet Semester Exchange Abroad Program Working Group (CSEAPWG) meeting from	5-10 August	DFIP
A6.8. Highlight international exchange cadet presence through PA venues by	15 August	DFIP
A6.9. Introduce international exchange cadets to Cadet Wing at noon meal formation	first week of classes	DFIP
A.6.10. Administer ESL test to international exchange cadets; coordinate special SCA procedures with international exchange cadets	first week of classes	DFRPO
A.6.11. Advise Cadet Semester Exchange Abroad Program to Qualified USAFA cadets by Advise cadet application due by 20 August	first week of classes	DFFPPO
A6.12. Obtain APSs and MPAs of USAFA cadet applicant for the Cadet Semester Exchange Abroad Programs by	22 August	DFRPO
A6.13. Provide mini personnel, medical, dental, and immunization records to USAFA cadets departing for Semester Exchange Abroad Program	2 days prior to departure	DPYQ
A6.14. In-processing of USAFA cadets at host international academies	end of August	USAF Liaison Officers
A6.15. Obtain AOCs' and Academic Advisors' evaluations of USAFA cadet applicants for the Cadet Semester Exchange Abroad Programs by	1 September	DFFPPO
A6.16. CSEAPWG Meeting from	15-20 September	DFIP

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.17. Convene USAFA Cadet Semester Exchange Abroad Programs Selection Board. Interview applicants. Obtain AOC, advisors, and language teachers evaluations for board proceedings. Make written recommendations to USAFA/DF and 34 TRW/CC by	30 September	DFFPPO
A6.18. Notify USAFA cadets selected as primaries and alternates for next year's exchange programs. Notify nonselects	by 15 October	DFFPPO
A.6.19. Meet with USAFA cadet selectees and academic advisors to arrange academic schedules	15 October	DFFPPO
A6.20. Notify 34 TS/SPR, DFRPO, CWPO, AHPO, DPY, and 10 ABW/FMFPM of the primary and alternate USAFA cadet selectees for next year's Cadet Semester Exchange Abroad Programs by	15 October	DFIP
Schedule all summer preparatory programs for cadet participants	15 October	DFRPO
CWPO arranges summer billeting and messing for the primaries and alternates with 34 LS. They are to be billeted in close proximity	ASAP	CWPO
A6.21. Setup an end-November farewell reception for the international exchange cadets, USAFA roommates, USAFA instructors, and begin obtaining sabers as farewell gifts by	15 October	DFIP
A6.22. CSEAPWG Meeting from	15-20 October	DFIP
A6.23. Mid-term status report to DFIP on conduct of exchanges	20 October	AOCs

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.24. USAFA Cadets-in Charge at international academies request return transportation and hold baggage shippage by	15 November	CIC/USAF Liaison Officers
A6.25. Coordination with US Customs to clear USAFA cadet hold baggage coming from international academies	25 November	DFIP
A6.26. Coordinate USAFA cadet tourist passport applications by	end of November	DFIP
A6.27. Hold farewell reception for international cadets. Extend invitations for international cadets to attend future Graduation Week celebrations at USAFA, with billeting and messing only provided by USAFA by	end of November	DFIP
A6.28. Coordinate with AOCs/DPY to ensure completion of USAFA Forms 94 and AFSC ratings by	end of November	DFIP
A6.29. Last day of classes for international exchange cadets is lesson T-41. Excused from Final Exams	early December	DFIP
A6.30 International exchange cadets turn in DD Forms 1173 to DPY	mid-December	DFIP
A6.31. Give DFIP an athletic evaluation of each recently departed international exchange cadet by	mid-January	AHPO
A6.32. Forward AOCs' military evaluations on each departed international exchange cadet to DFIP	mid-January	34 TRG/CC AOCs
A6.33. Perform-analyze grad check on USAFA cadets (primary and alternate) going on exchange in the fall by	15 December	DFIP

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.34. Forward names of USAFA cadets who are participating in the next fall semester's exchange to host academies under USAFA/CC cover memorandum. Recommend international cadet arrival date at USAFA by	1 January	DFIP
A6.35. USAFA cadets returning from exchanges file travel vouchers by	10 January	Cadets
A6.36. Return mini personnel, medical, dental, and immunization records to DPYQ	10 January	Cadets
A6.37. USAFA cadets returning from abroad provide DFIP copies of processed travel vouchers by	20 January	Cadets
A6.38. Provide DFIP an evaluation of the Cadet Semester Exchange Abroad Programs, identify strengths, weaknesses, and recommendations for improvement by	20 January	CWPO 34 TRG/CC AOCs
A6.39. Provide DFIP an evaluation of the Exchange Programs. Identify strengths, weaknesses, and recommendations for improvements by	20 January	USAF Exchange Officers at Host Academies
A6.40. Provide DFIP copies of transcripts for the recently departed international cadets by	30 January	DFRPO
A6.41. Consolidate final international exchange cadet performance reports, transcripts, thank you memorandums, and a cover memorandum from USAFA/CC and forward to the host international academies	15 February	DFIP
A6.42. Provide DFIP consolidated – USAFA group trip reports on exchanges DFIP forwards reports to DF and 34 TRW	15 February	CICs

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.43. Provide DFIP written evaluations of each USAFA cadet's leadership potential, military conduct, and general exchange performance. Provide transcripts/grade reports as necessary	15 February	USAFA Exchange Officers
A6.44. Arrange USAFA cadet international semester exchange participant outbrief for USAFA/DF, 34 TRW/CC	25 February	DFIP/DFFPPO
A6.45. CSEAPWG meeting is held in	February	
A6.46. Assemble/arrange the fall semester's international exchange cadets' academic schedules	25 February	DFRPO DFFPPO
A6.47. Arrange language training tables, as required, and DFF meal rates with 34 LS by	25 February	DFFPPO
A6.48. Solicit USAFA cadet roommates/hosts for international exchange cadets in the fall semester by	1 March	DFFPPO
A6.49. Select Jay LeQuar winner and coordinate plaque with AOC	15 March	DFFPPO
A6.50. Translate transcripts, as required, and forward to DFIP, DFR, and DF in turn	15 March	DFF
A6.51. Working with AOCs on screening volunteers, nominate USAFA cadet roommates/hosts for international exchange cadets. DFIP will forward to 34 TRG/CC by	20 March	DFFPPO DFIP
A6.52. Based upon final performance and transcript reports from host academies, recommend Pass/Fail grades for USAFA cadets. Assign transfer credit IAW Curriculum Handbook Work waivers through advisors. Update APS. Perform Grad Check	Mid-March	DFFPPO DFRPO

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.53. Reconfirm/arrange billeting, messing, and procedures for USAFA cadets undergoing summer preparatory programs. Billet together, away from others, under control Summer Academics Squadron. Exempt from military duties. Sign out logs are to be closed for academic reasons by DFFPO only. Closure for disciplinary reasons IAW normal procedures by	20 March	CWPO DFFPO
A6.54. Alert AOCs, Academic Advisors, DFSAA, DPY, 10 ABW/FMFPM, and Cadet Tailor Shop that early processing actions are required (by June) for USAFA cadets attending international academies by	20 March	DFIP
A.6.55. Arrange for departing USAFA cadet exchangers programs in Dead Week	20 March	DFFPO
A6.56. Arrange/coordinate/set up hold baggage shipment and customs clearances for 15 June for USAFA cadets going on exchanges	20 March	DFIP
A6.57. CSEAPWG Meeting held in	March	
A6.58. 34 TRG/CC approves USAFA cadet roommates for international exchange cadets	10 April	34 TRG/CC/CW CWPO
A6.59. Request country clearances for USAFA cadets going on exchanges (primaries and alternates) by	10 April	DFIP
A6.60. Send bios on US cadets to host international academies	10 April	DFIP
A6.61. Reserve round-trip airline tickets for USAFA's cadet contingent going on exchanges by	20 April	DFIP

<b>MILESTONE/ACTIVITY</b>	<b>DEADLINE</b>	<b>OPR</b>
A6.62. Provide 34 SPTG international exchange cadet in-processing information for the fall semester Transition LOI by	20 April	DFIP
A6.63. Alert clinic on requirements for handcarry of records and evaluation memorandums by USAFA cadets going on exchange by	30 April	DFIP
A6.64. Publish Travel Orders for USAFA cadets going on exchanges (primaries and alternates) by	20 May	DFIP
A6.65. Set up VIP US Customs and Immigration clearance for international cadet contingent arrival point in USA	25 May	DFIP
A6.66. Suspend fixed-payments for USAFA cadets going on exchanges by the	end of May	DFIP
A6.67. Set up medical exams for international exchange cadets during Transition Week, as required, by	10 June	DFIP
A6.68. Attend AOC training and brief the Cadet Semester Exchange Abroad Program and other International Programs in	July	DFIP
A6.69. CSEAPWG Meeting. Confirms all actions to receive international exchange cadets in	July	
A6.70. Provide DFIP the names and bios of all international exchange cadets arriving in August  Provide DFIP the international exchange cadets' arrival date, time, and flight number by	1 July  1 July	International Exchange Officers/ USAFA Exchange Officers/ Host International Academies



MILESTONE/ACTIVITY	DEADLINE	OPR
<p>A6.71. Provide international exchange cadet names to USAFA/RR, USAFA/DPY, 34 OG, 34 TRG, DFFPO, CWPO, AHPO, DFRPO by</p> <p>Assign nine-digit international cadet identification number</p> <p>Obtain post office boxes for international Cadets</p> <p>Notify international academies of SSNs and post office addresses</p> <p>Assign sponsors</p>	5 July	<p>DFIP</p>     <p>DFRPO</p> <p>DFIP</p> <p>DFIP</p> <p>DFIP</p>
<p>A6.72. Assign international exchange cadets to their USAFA cadet roommates. Notify 34 TRG, 34 LS, CWPO, DFIP by</p>	15 July	DFFPO
<p>A6.73. Schedule meeting with AOCs &amp; USAFA roommates to confirm readiness to greet international exchange cadets</p>	early August	DFIP

## Attachment 7

# **CADET SEMESTER EXCHANGE ABROAD PROGRAM INDIVIDUAL EQUIPMENT REQUIREMENTS**

## **USAFA CADETS:**

The following individual equipment is required by each USAFA exchange cadet:

Cadet Issue will supply exchange participants with items not normally issued cadets (*italics*).

2 Service Jackets (tie)	2 Shirts, Utility (BDU)
<i>1 Saber (if applicable)</i>	2 Pair Pants, Utility (BDU)
2 Pair White Gloves	1 Pair Jump Boots
1 Service Cap	1 BDU Field Jacket
1 Pair Corfam Shoes	1 Each Beret and Field Cap
3 Short Sleeve Lt Blue Shirts	1 Belt and Buckle, Utility
3 Long Sleeve Lt Blue Shirts	3 Green T-shirts
3 Pair Blue Uniform Pants	<i>2 Flight Suits/1 Pair Nomex Gloves</i>
1 Pair Low Quarters	2 Flight Cap
5 White Undershirts	2 Pair Blue USAFA Shorts
2 Athletic Jackets	3 USAFA T-shirts
2 Pair Soft Boards	1 Pair Running Shoes
1 Raincoat (Officers)	1 USAFA Running Suit
3 Skirts, Uniform (Women) <i>t</i>	<i>1 Flight Jacke</i>
1 Pair Gray Gloves	6 Pair White Athletic Socks
Nameplates as Required	6 Pair Black Uniform Socks
1 Business Suit (Men)	Mess Dress: Jacket, Shirt, Pants, and
1 Evening Dress (Women)	Accessories—Tie, Cummerbund
	Cufflinks, Medals, Suspenders

## **Suggested for Survival Course:**

Thermal Underwear or other lightweight,  
warm clothing

Lighter

550 Cord

Ranger/Lightweight Boots

Lock Back Knife

Watch Cap

Warm Gloves

## **Optional Items:**

Slippers

Bathrobe

Pajamas

Sweat suit

Uniform Sweater

## International Exchange Cadets:

The following individual equipment and services will be furnished to each international exchange cadet through Cadet Issue Element:

*Quarters	*Parka
*2 GI Blankets	Subsistence
*1 Pillow	Security Box
*Linen	Drinking Glass
2 Bookends	Mesh Laundry Bag
12 Coat Hangers	Overshoes
2 Laundry Bags	*Computer
Mesh Socks Bag	

Necessary personal and support equipment for Airmanship programs.

\*These items must be returned to Cadet Issue Element prior to return to home country.